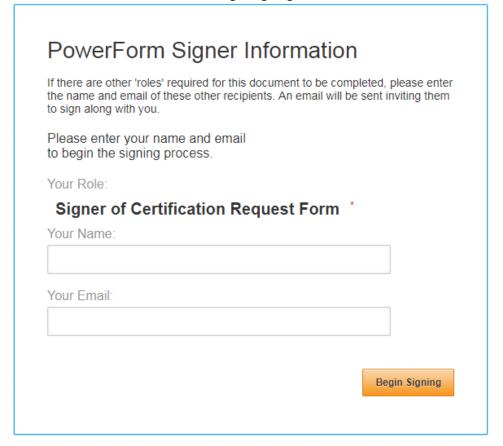
## **Guideline for Online Certification Form Submission**

Updated 12/29/2017

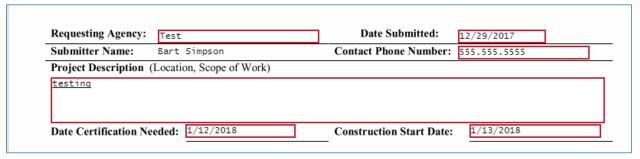
1) Enter Full Name and Email. Click "Begin Signing" to Start



2) Check the consent box and click CONTINUE



- 3) Enter Information into the following fields. You can use the Tab key to move to the next field:
  - a. Requesting Agency
  - b. Date Submitted
  - c. Contact Phone Number
  - d. Project Description
  - e. Date Certification Needed
  - f. Construction Start Date



4) If you have a site plan document that is less than 20MB you can attach it using the attachment icon.

## Include the following documentation:

- 1. Engineering/Architectural Drawings:
  - a. Plan improvement map(s) in digital format (i.e. .dwg, .dxf, geodatabase or .shp file format)
  - If digital map is not available, paper copies of the plans are acceptable. Please follow Document Upload Instructions - (PDF) at <a href="http://lands.nv.gov/forms">http://lands.nv.gov/forms</a> for document uploads.



5) If you have a site plan document that is larger than 20MB please upload it using the document upload instructions hyperlink.

## Include the following documentation:

- 1. Engineering/Architectural Drawings:
  - a. Plan improvement map(s) in digital format (i.e. .dwg, .dxf, geodatabase or .shp file format)
  - If digital map is not available, paper copies of the plans are acceptable. Please follow Document Upload Instructions (PDF) at <a href="http://lands.nv.gov/forms">http://lands.nv.gov/forms</a> for document uploads.



- 6) Select either the No or Yes button to indicate if an easement or encumbrance is known.
  - 3. Known existing easements or encumbrances: No Yes (If yes, submit documentation/maps)
    - Consultant/Contractor/Architect employed by the Nevada State Public Works Board, shall use due diligence to investigate any commonly known existing easements or encumbrances within location of proposed project
- 7) All fields are now complete. Click the Finish button in the upper right hand corner of the page and your document will be signed and submitted.

